

Office of Personnel  
25 MAR 1975

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This Notice is Current Until Rescinded

PERSONNEL

14 March 1975

IMPLEMENTATION OF SINGLE CEILING CONTROL AND REPORTING  
FOR ALL FULL-TIME PERMANENT PERSONNEL

1. In FY 1976 a single employment ceiling will apply to all full-time permanent appointed (staff) and contract personnel. Employment of other categories of personnel will be controlled by the availability of budgeted funds in the appropriate subobject class and will not be charged to the ceiling for full-time permanent personnel. The following definitions provide a common understanding of the various categories of employment:

a. Full-Time Permanent Employees are appointed or contract employees who are regularly scheduled to work 40 hours per week and whose term of employment with the Agency will be in excess of one year.

b. Temporary Employees are appointed or contract employees who may be employed on a full-time or part-time basis and whose term of employment with the Agency will be one year or less from the date of initial employment. This category also includes summer-only employees and summer interns.

c. Part-Time Employees are appointed or contract employees who are regularly scheduled to work and normally work less than 40 hours per week. (See paragraph 2 below.)

d. Intermittent Employees are appointed or contract employees whose employment is irregular or occasional with hours or days of work not on a prearranged schedule and with compensation paid only for the time actually employed or for services actually rendered. There is no leave accrued for Intermittent Employees.

e. Other Employees Not Included in Full-Time Permanent Category are employees assigned to the Temporary Assignment Section, cooperative education student employees, and employees liquidating their accrued sick leave pending disability retirement.

2. As a policy, the employment of part-time employees will be limited to no more than 30 hours per week. Exceptions will be authorized only in unusual circumstances and require approval of the Deputy Director or Head of Independent Office concerned, or their designee, or the Administrative Officer to the DCI.

3. Intermittent employment should be monitored frequently by the Operating Official concerned. If an intermittent employee has worked in excess of 1560 hours in an employment year, his or her employment category must be changed or approval of the Director of Personnel be obtained for retaining the individual as an intermittent employee.

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Approved For Release 2002/01/30 : CIA-RDP82-00357R000700060041-8

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4. During the remainder of FY 1975, the Agency will continue to operate under separate ceilings for full-time permanent appointed and contract personnel. In FY 1976 the single ceiling will apply to all full-time permanent personnel. Contract status should be considered only when, for example, individuals do not meet security or citizenship standards for appointment, dependents are employed abroad, operational needs require specialities not generally useful in the career service, or programs are developmental or selective in nature. Under the single ceiling, reserve or temporary appointments in the latter three situations usually would accomplish the same purposes as contract employment.

5. The Deputy Directors, Heads of Independent Offices, and the Administrative Officer to the DCI will soon be asked to provide the Office of Personnel a list of all part-time, intermittent, and temporary employees not already identified under these categories of employment. The Office of Personnel will develop the appropriate codings and issue necessary instructions for the identification of these employees in its transactions accounting. Continued contract employment, especially for full-time permanent contract employees, should be reviewed in the context of [REDACTED] noting the provision for limited appointed employment such as "reserve" or "temporary." As a rule, long-term employment of personnel should be in a career status and shorter-term employment should be in a reserve or temporary appointment status.

6. It is Agency policy to encourage use of part-time personnel whenever the requirement is not full-time, or when approval of part-time status is necessary to retain or acquire essential skills not otherwise available. It also is appropriate to consider converting an employee to part-time status for a temporary period for self-sponsored educational purposes, particularly when the employee has essential or scarce skills that otherwise would be lost to the Agency.

7. To prepare for FY 1976, the Office of Personnel will begin placing all full-time permanent position requirements, whether the positions are classified or unclassified, on the Staffing Complement. Although this process will begin immediately, it will take several months to accomplish. Employees not categorized as full-time permanent (i.e., those categorized in paragraphs 1b through 1e above) will be shown separately on the Staffing Complement. The second half of FY 1975 is the transition period for changing employment category reporting so that all reporting during FY 1976 will be based on the single ceiling. For the remainder of FY 1975, the Office of Personnel will report personnel strength in two formats; the current format which is required to report against the current separate staff and contract ceilings, and the new format which is preparatory for the single ceiling and is consistent with the Operating Budget for FY 1975 which uses a new definition of subobject class 1148.

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8. All personnel, other than consultants and indigenous personnel, not categorized as full-time permanent employees will be charged to subobject class 1148. Following completion of necessary coding changes to charge all employees categorized in paragraphs 1b through 1e above who are not now charged to this subobject class, the Comptroller will issue instructions for making corresponding adjustments in the obligations since the funds for such employees are included in the FY 1975 Operating Budget in subobject class 1148.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE  
Deputy Director  
for  
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